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DD/S 67-1489

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MEMORANDUM FOR: Executive Director-Comptroller

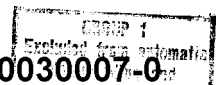
SUBJECT : Approval Authorities

REFERENCES : (a) Memo for DD/S frm LKW, dtd 18 Oct 66
(b) Memo for Exec Dir-Compt frm DD/S, dtd
2 Nov 66, same subj

1. This memorandum recommends action on the part of the Executive Director-Comptroller; this recommendation is contained in paragraph 4.


2. You recently reviewed financial approval authority schedules which we had prepared in accordance with the referent memoranda and asked that we give consideration to the proper dissemination of these schedules. The financial approval authority of the Director is, of course, all inclusive and in our Headquarters Regulations all of this authority has been delegated to the Deputy Director. As "Chief of Staff" of the Agency you have authority to act for or in the absence of the Director or the Deputy Director in exercising directive and approval authority. The approval authority of these three positions is shown in one schedule, and we have prepared for your signature separate memoranda transmitting a copy of this schedule to the Director and the Deputy Director with the thought that they might want to review the financial authorities which have been delegated below the level of the Executive Director-Comptroller. We are also attaching a copy of this schedule for your retention. In addition, we have prepared for your signature a memorandum transmitting to each Deputy Director a schedule relating to his financial approval authority within his Directorate.

3. We have determined that to extend these approval authority schedules to other than financial transactions would be a time-consuming task which would, in fact, not be worth the effort. The task would involve making excerpts from Regulations, Handbooks, various Office Instructions, and inter-office memoranda and would enlarge the attached schedules to the point that their use would probably be impractical.



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4. We recommend that you sign the transmittal memoranda to Mr. Helms, Admiral Taylor and the Deputy Directors.


R. L. Bannerman
Deputy Director
for Support

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4 Atts:

1. Proposed Memo to the Director
2. Proposed Memo to the Deputy Director
3. Proposed Memo to the DD/I, DD/P, DD/S&T and DD/S
4. Financial Approval Authorities - Director, Deputy Director and Executive Director-Comptroller